Free Technology Training for Public Library Staff

Through a grant from the Bill & Melinda Gates Foundation, the Maine State Library is offering free technology training classes for the staff of Public Libraries in the State of Maine.

The purpose of this grant is to promote long-term sustainability of public access computing in public libraries and to assist the State Library Agency in meeting the ongoing needs of public libraries for training in the use of information technology resources.

The classes are being scheduled at 6 locations throughout the State to make them accessible to all public library staff. In addition, the grand finale of the program will be the "Train the Trainer" session that will be held at the Augusta Civic Center on October 2nd. More information on this event will be published on ME-LIBS as the date grows nearer.

Notes

1. Only public library staff members, paid or volunteer, are eligible for this training.

2. Enrolment is on a first come, first served basis. Some additional classes will be offered if there is excess demand. These additional classes will be limited by timing and budget constraints.

3. Enrolment can be made online at http://transform.usaplaza.com/Phil_Kowalski/register.html, via fax to (630) 839-0910 or via mail to Phil Kowalski, Maine State Library, 64 State House Station, Augusta, ME 04333. A link to this document as well as to the enrolment form can be found on the Maine State Library web site, http://www.state.me.us/msl/, under the NEWS and UPDATES link.

4. **We MUST have an email address contact for you as this will be the only mailing.**

5. All classes are 3 hours in duration with the exception of those noted as being 4 hours. In general, classes will be scheduled to begin at 9am and 1pm. You will receive confirming details via return email after enrolments are completed.

6. Refreshments will not be provided. You are encouraged to bring any drinks or snacks that you may require as all classes will have mid class breaks.

7. If you are unable to attend the scheduled classes due to schedule conflicts or distance; or if you would like more advanced offerings, please contact the Project Manager, Phil Kowalski, on pkowalski@execs.com

Training Programs

INTERNET SEARCHING - 1

In this class we'll look at subject lists (also called directories) and search engines. In particular, we'll use Librarians' Index to the Internet, Open Directory Project, and Google as examples of these types of tools. We'll consider the differences between subject lists and search engines, how they are constructed and the effect that has on search results. There will be some time to use these resources in class.

This training session should give you more confidence in your searching capabilities and offer new tips to any searcher. It should also give you some ideas on how to introduce Internet searching to your patrons.

Prerequisites: None

INTERNET SEARCHING - 2

In this class we'll talk about when to use directories, search engines, or metasearch engines, learn the secrets of Boolean logic (advanced search techniques), and discuss ways to use these tools and techniques to narrow or broaden your searches. There will be some time to look for information on suggested topics and to consider possible search strategies. This portion of the class could be titled "There's a Needle Somewhere in That Haystack".

Then we'll turn to "Treasures or Trash": evaluating web sites and considering ways to determine their validity. We'll look at a variety of sites, finding tell-tale signs of their reliability or dubiousness.

This training session should bring what you already know about searching into a coherent searching technique. It should also give you some ideas on how to help your patrons do more effective searching.

Prerequisites: Either some basic experience using the Internet or the previous course, "Internet Searching, Level I".

MAINE DATABASES - 1
Caught in aMAZEment of the databases?
The Maine InfoNet Databases contain a wealth of information. Whether your patron is an elementary school student or an adult, there is something for everyone! This level one course is designed for someone just beginning to explore this wonderful resource or for the person who would like a basic refresher course.

Prerequisites: Basic computer skills such as keyboarding, using a mouse and e-mailing.

MAINE DATABASES - 2
Digging Deeper
This course is designed for someone who is already familiar with the databases and uses them regularly but would like further tips. If you have questions such as: Which database is appropriate for a particular situation? How can I refine my search to get better results? How can I advertise or promote the databases to my patrons? This is the answer! If you attended the NMLD council meeting "Digging deeper into the Databases" on October 31, 2002, this is a repeat of that presentation but without the costume! Come with your own tips to share.

Prerequisites: Familiarity with using the databases.

MICROSOFT WORD - 1
A beginner's level course that will take the participant through the various basic methods of using Microsoft Word. Topics will cover all areas of basic document set-up including text editing, spell check, page set-up, printing, character and paragraph formatting, drawing objects, and graphics.

Prerequisites: Basic PC skills such as keyboarding and using a mouse.

MICROSOFT WORD - 2
An intermediate level course designed to assist the participant with moving ahead in Microsoft Word. The course will cover setting tabs, using bullets and numbering, working with headers and footers, section breaks, tables, borders and shading, and AutoText and AutoCorrect.

Prerequisites: MS Word 1 or equivalent experience.

MICROSOFT EXCEL - 1
An introductory level course which will allow the participant to become familiar with Excel workbooks and spreadsheets. Topics are using basic workbook skills, creating simple formulas, using page set-up, formatting cells, formatting numbers and text, and working with columns and rows.

Prerequisites: Basic PC skills such as keyboarding and using a mouse.

MICROSOFT EXCEL - 2
The intermediate level course will further the topics of formulas. It will include using Excel to manage data through the use of sorting, AutoFilter, and various forms of data validation. Also included in this course will be an overview of creating simple charts and graphs.

Prerequisites: MS Excel 1 or equivalent experience.

MICROSOFT POWERPOINT (4 HOURS)
Topics covered will allow the participant to create a presentation using such features as slide layout, the design template, the AutoContent wizard, using the outline tab, switching to the slide sorter view for manipulating the presentation, and using graphics and animation.

Prerequisites: Basic PC skills such as keyboarding and using a mouse.

MICROSOFT FRONTPAGE – 1 (4 HOURS)
During this course, participants will learn how to use FrontPage to develop a simple web site. Features covered will include creating web pages, five forms of hyperlinks (internal, external, mailto, hotspots, and bookmarks), tables, graphics, using template pages and themes, and finalizing and publishing issues.

Prerequisites: Intermediate PC skills including text editing and character and paragraph formatting, plus a general familiarity with web sites and the Internet.

MICROSOFT FRONTPAGE – 2 (4 HOURS)
This course is designed to be a continuation of the Level 1 course offering. Participants will learn how to create a navigation structure, implement shared borders, create frames and target windows, and customize themes. A brief look at HTML will also be a part of this level.

Prerequisites: MS FrontPage 1 or equivalent experience.

LIBRARY WEB DESIGN (4 HOURS)
This course is designed to assist the web developer with creating a library web site. The course will cover more advanced FrontPage features such as form development, hover buttons, and hit counters.

Previous experience with FrontPage is required.

INTRODUCTION TO WINDOWS
This course will introduce the participant to the Windows environment. Aspects of screen set-up will be covered as well as Windows terminology, screen-savers, the desktop environment, the task bar, mouse control, and the control panel.

FILE MANAGEMENT
Properly setting up a file system within a computer is essential to the best use of the system. This course will cover the creation of simple Word files which will be placed into folders. Each folder will also be created by the participant, and file path names will be discussed and reviewed. Windows Explorer will be the primary tool used for this course.

BASIC TROUBLESHOOTING
The purpose of this course is to provide you with a basic understanding of the nuts and bolts needed to successfully troubleshoot your computer/computers. Learn how to work with your equipment by exploring such topics as, setting up your internet connection, dealing with viruses, error messages and what they mean, program crashes, plus adding/sharing and setting up printers. We will also cover the MSLN network management tool (NM), and how to keep your computer healthy. You will walk away with many resources to support what you have learned. This course will alleviate your stress and give you tools to deal with any problems.

Public Library Staff Enrolment Application

(Applications close Friday, March 14, 2003)

Name: _____

Email Address: _____

Phone Number: _____

Library: _____

Please read the notes at the bottom of the page before you fill out the form!

	Presque Isle	Orono	Augusta	Calais	South Paris	Portland
Internet Searching 1	☐ Jun 17 - AM	☐ Apr 17 - PM	☐ Apr 29 - AM	☐ May 13 - AM	☐ Jun 26 - AM	☐ Apr 15 - AM / Jun 23 - AM
Internet Searching 2		☐ Jul 21 - PM	☐ Aug 14 - AM	☐ Aug 5 - AM		☐ Jul 14 - AM / Sep 18 - AM
Maine Databases 1	☐ Jun 17 - PM	☐ Apr 17 - AM	☐ Apr 29 - PM / May 15 - PM	☐ May 13 - PM	☐ Jun 26 - PM	☐ Apr 15 - PM
Maine Databases 2		☐ Jul 21 - AM	☐ Aug 14 - PM / Sep 8 - PM	☐ Aug 5 - PM		☐ Jul 14 - PM / Sep 18 - PM
Front Page 1	☐ Jul 28 - AM	☐ May 14 - AM	☐ May 27 - AM		☐ May 21 - AM	☐ Jun 3 - AM
Front Page 2		☐ May 15 - AM	☐ May 28 - AM			☐ Jun 4 - AM
Library Web Design		☐ Jun 5 - AM	☐ Jun 19 - AM			☐ Jul 2 - AM
MS Word 1	☐ Jul 1 - AM	☐ Jul 10 - AM	☐ Jun 17 - AM / Jul 22 - AM	☐ Apr 2 - AM	☐ Aug 12 - AM	☐ Jul 30 - AM
MS Word 2	☐ Jul 28 - PM	☐ Aug 7 - AM	☐ Aug 5 - AM / Aug 19 - AM	☐ Apr 28 - AM	☐ Aug 26 - AM	☐ Aug 21 - AM
MS Excel 1	☐ Jul 1 - PM	☐ Jul 10 - PM	☐ Jun 17 - PM / Jul 22 - PM	☐ Apr 2 - PM	☐ Aug 12 - PM	☐ Jul 30 - PM
MS Excel 2		☐ Aug 7 - PM	☐ Aug 5 - PM / Aug 19 - PM			☐ Aug 21 - PM
MS Powerpoint		☐ Jul 16 - AM	☐ Jul 15 - AM / Sep 9 - AM			☐ Sep 10 - AM
MS Windows	☐ Jun 30 - AM	☐ Mar 20 - AM	☐ Mar 25 - AM	☐ Apr 1 - AM	☐ Apr 17 - AM	☐ Mar 18 - AM
File Management	☐ Jun 30 - PM	☐ Mar 20 - PM	☐ Mar 25 - PM	☐ Apr 1 - PM	☐ Apr 17 - PM	☐ Mar 18 - PM
Troubleshooting	☐ Jul 2 - AM	☐ Apr 14 - AM / Apr 14 - PM	☐ Apr 23 - PM / Apr 24 - PM	☐ Apr 28 - PM	☐ Jun 18 - AM	☐ Jun 12 - AM / Jun 12 - PM

NOTES:

1) A separate sheet needs to be filled out for each individual. Photocopy if necessary.

2) Insert a check mark in the appropriate box to indicate the class or classes requested.

3) Confirmation details will be emailed after enrolments are complete.

   March and April confirmations will be done first.

4) Unsuccessful applicants will be contacted with further options.

5) Remember - First come - First served !

6) Submit your completed form either:

   a: On Line at http://transform.usaplaza.com/Phil_Kowalski/register.html
   b: Via Fax to 1-630-839-0910
   c: Via snail mail to: Phillip Kowalski
      Maine State Library
      64 State House Station
      Augusta, ME 04333